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THE AMERICAN UNIVERSITY

Evening Sessions on

Records Management and Paperwork Management

Course No. 054.510: Paperwork Management

Part One -- The Management of Institutional Records Systems

(Three (3) semester hours credit for undergraduate and graduate degrees)  
Tuesday evenings from 6:00 to 8:30 p.m. Fall semester begins 17 September  
'68 in Room 200-A, The National Archives, 8th and Pennsylvania Avenue, N.W.  
Parking after 5:30 p.m. in the National Archives Building, most area,  
entrance on 7th Street, between Pennsylvania and Constitution Avenues.

This course covers the nature and functions of records and records systems,  
in their relation to the totality of organization and administrative pro-  
cesses. The course will review the types and functions of records and  
paperwork. Emphasis will be given to the development and installation of  
a Records Management Program.

Part One of this course deals specifically with:

Historical principles, methods, and techniques related to paperwork;

How to organize, staff, and supervise an institutional Records Manage-  
ment Program;

Program directives, training, and survey techniques;

Correspondence management -- reducing copies, forms and guide letters,  
effective written communications, and correspondence quality controls;

Forms management -- the basic steps in forms operations, forms manage-  
ment files, and forms analysis;

Reports management -- reporting requirements, reports records, and  
reports analysis;

Directives management -- essential elements of a directives systems  
and how to evaluate it.

Tuition: \$132.00 Textbooks: Records Management Bibliography by  
S. J. Pomrenze and John Scroggins -- \$5.00 at the American University  
Bookstore. Text Selected Readings on Records Management is distributed  
to students in classes without charge.

The instructor will be Mr. Seymour J. Pomrenze, Adjunct Professor (Records Management), School of Government and Public Administration, The American University. Mr. Pomrenze is Chief of the Systems Branch, Office of Management Division, The Adjutant General's Office.

Students may register at one of these three places:

1. MAIN CAMPUS, THE AMERICAN UNIVERSITY, Room 203, McKinley Hall, Wood Circle, Nebraska and Massachusetts Avenues, Washington, D.C. 3 September - 16 September 1968. Call Mr. Lanier's Office 244-6800, extension 247.
2. GAO BUILDING, 5th and G Streets, N. W., Washington, D.C., Room 7536, 13 September 1968, 1100-1430 hours (11:00 a.m. - 2:30 p.m.)
3. THE PENTAGON. 3 September and 10 September 1968, Main Concourse, 12 noon - 3 p.m.

NOTE: This course begins Tuesday 17 September 1968, the day before regular OPENING DAY. Subsequently the class is scheduled to meet on Tuesdays thru 14 January with these three exceptions:

WEDNESDAYS 25 September, 9 October and 16 October.

Be sure to get your training requests (Form No. 136) in to the Office of Training Registrar thru your component Training Officer as soon as possible if your attendance is approved by your office. Likewise, please notify the Agency Records Administration Officer (ext. 2468) if you plan to attend this course.